

**RIO DELL CITY COUNCIL  
REGULAR MEETING  
JULY 21, 2009  
MINUTES**

The Regular Meeting of the Rio Dell City Council was called to order at 5:30 P.M. by Mayor Woodall.

ROLL CALL: Present: Mayor Woodall, Council members Dunker, Marks and Thompson.

Absent: Councilmember Barsanti

Others Present: Acting City Manager Hill, Acting Public Works Director Jensen,  
Finance Director Beauchaine and Clerk Ralston.

**CLOSED SESSION**

Mayor Woodall announced the City Council would be adjourning to closed session to consider: *Anticipated Litigation- Significant exposure to litigation pursuant to Subdivision (b) of Section §54956.9: two potential cases*, and asked for public comment. There being no public comment, the council adjourned into closed session at 5:35 P.M.

The regular meeting reconvened at 6:30 P.M. Mayor Woodall announced there was no reportable action taken in closed session.

Mayor Woodall stated, as many people were aware, that Nancy Flemming had recently resigned her position as Rio Dell City Manager. She went on to say; the City had accomplished many things during Flemming's tenure such as securing a Headwaters Grant, a \$350,000 Brownsfield's Grant, accomplished the first new annexation in over 20 years that took in parts of Eel River Sawmills and accomplished the planning for the proposed new Wastewater treatment plant. Woodall thanked Flemming and wished her good luck in the future.

**CONCENT CALENDAR**

Council member Marks again asked to pull the April 21, 2009 Regular Meeting Minutes and have them brought back with strike-out corrections. **Item Pulled.**

Motion was made by Marks/ Thompson to approve the City Council Meeting minutes from the July 14, 2009 Closed Session, Approve the General check register for check numbers 27324 & 27393-27433 totaling \$130,349.99 and approval of the Payroll check register for check numbers 14765-14784 totaling \$24,135.32, approve Water Bill Adjustment Claim for Robin Roney for \$237.93 and approve Travel Expenses for Council member Dunker to Attend the Annual League of California Cities Conference, September 16-18 in San Jose. **Motion Carried 4-0.**

**SPECIAL PRESENTATIONS**

Housing Element Update - Tiffany Wilson and Sarah Mosser, Planwest Partners.

Acting City Manager Hill introduced the Planwest Staff. Mosser began the presentation with a brief background of a General Plan, stating a county general plan has seven elements and Planwest was currently updating the Housing Element portion for the City of Rio Dell.

Mosser stated the housing element is the only element reviewed by the Ca. Department of Housing and Community Development (HCD) for compliance, and it must be updated every five years. Mosser stated having a compliant housing element allows Cities to apply for various housing program grants, allows for updated GIS data to reflect available land for development within the City, analyzes housing in relation to job growth and decline and provides access to affordable, safe housing.

Mosser explained there are eight required components to the Housing Element which are: 1) Existing and Projected Housing Needs, 2) Site Inventory and Analysis, 3) Governmental and Non-governmental Constraints to Housing Access, 4) Quantified Objectives, 5) Public Participation, 6) Regional Housing Needs Assessment (RHNA), 7) Review and Revise and 8) Policies and Programs.

Mosser handed out the draft *Chapter 2, Housing Goals, Policies, and Action Plan* document and asked that council review the document, form their questions and come back oat the August 4<sup>th</sup> regular meeting with those questions and comments in place.

Council member Dunker asked if any City or entities addressed grow houses in the General Plan, Mosser replied that Arcata does. Council member Marks asked if it addresses dispensaries, Wilson replied yes to that as well.

Council member Marks asked how many houses do we have space to build on. Mosses stated at this time we have 138 based on current land available and zoning, but previously it was 112. Council member Thompson commented that the previous number of 112 was in ratio to other Cities, and we felt it was too high. Mosser stated the methodology came from what a jurisdiction could accept, but 4700 hundred units were allocated to the area and county and each jurisdiction could say that this allocation is not realistic.

Council member Thompson asked if we had a document that said how many units or housing numbers were available and requested a copy of that original document plus the current document, for each City, as Thompson did not agree it was a ratio. Mosser added that each Cities number was based on the current population and projected population. Acting City Manager Hill stated he would be the point of contact to distribute the requested documents to Council.

Council member Thompson stated there were two recent meetings and nothing had changed. Mosser responded the previous methodology had Rio Dell at 126 available spaces. Council member Marks said she thought that Mosser had reported earlier that no jurisdictions protested the numbers. Mayor Woodall said we protested the methodology. Council member Marks asked if Senior Planner George Williamson went in with the idea Rio Dell didn't want the numbers to go up. Mosser replied the meeting was successful and all the jurisdictions agreed the numbers were too high.

Council member Dunker asked how many pages long was the methodology. Mosser replied it was mostly spreadsheets and not much vocabulary. Council member Marks asked for a short synopsis of the methodology without adding too much additional time to the project.

Acting City Manager Hill confirmed Council wanted a joint study session with the Planning Commission to review the entire draft document.

Solids and Disinfection Management 10% Design Concept Report- Rebecca Crow, Winzler & Kelly

Crow stated the purpose of the presentation was to review and understand the intent of the project. Crow directed Council to the Project Schedule found on page 2 of the report and covered the due dates for project funding.

Crow explained the Peak Wet Weather Flow Projections and stated the City has not completed a Sanitary Sewer Evaluation Study to identify sources of I&I, so currently the I&I has been estimated at 1.09 million gallons per day vs. the actual 3.7 million gallons per day. Crow stated if the City does perform a Sanitary Sewer Evaluation Study those flow levels can be raised. Crow posed the question why does the State care about I&I and stated the State does not want to see Cities increase the size of their treatment plants so they can treat I&I.

Crow stated the project has three components: Improvement to the Headworks, Improvement to the Disinfection System and Improvements to our Bio-Solids Management System.

The current plan for the Headworks is to minimize the amount of equipment placed below grade in a confined space and provide a redundant and operator friendly solution to screening and grit removal.

Crow stated the plan for the Disinfection System is to replace the existing gaseous chlorine disinfection system with an on-site hypochlorite generation system, which is a less hazardous means to treat effluent, while still staying within compliance.

Crow explained the current plan for the Bio-Solids is the purchase of a sludge press and a new storage building, both of which can be moved to the new site. Crow stated this was a way to leverage our dollars with ARRA dollars. Crow also stated we will need some piping modifications and the costs will be broken out as permanent and temporary, but currently costs are estimated at \$100,000.

Crow explained the 2<sup>nd</sup> part of the project report looks at funding. Council member Marks asked if the \$100,000 is coming from CIP. Finance Director Beauchaine stated after her recent leave she was not yet up to speed on all things and would answer that question as soon as she was able.

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Council member Dunker asked if we knew the “numbers” for administration fees. Crow responded the current grant application includes nothing for administration fees, but the preparation of the grant application will be covered by the grant.

Crow stated currently the City has invested approximately \$47,000 in project design. Council member Marks asked if the rate increase is not passed what happens. Crow said by September 11<sup>th</sup> we must be Prop. 218 compliant to be eligible for the \$2.25 Million grant. If the proposed rate increase does not pass, the City will lose the grant.

Crow explained that after the project funding appendix of the report is the information regarding the Headworks components. She stated the first question is do we add into the existing Headworks area or do we expand the area next to it. She stated there are two components in the Headworks we are upgrading: the screening component and the grit removal system. Mayor Woodall asked if there will be a grinder. Crow replied no, we are screening.

Crow stated next the report addresses the disinfection system. Currently the City uses a toxic chlorine gas and we are proposing a sodium hypochlorite system. Crow states Winzler & Kelly staff members went to Blue Lake along with Wastewater Superintendant Chicora to look at their disinfection system which is a sodium hypochlorite system, and Blue Lake is happy with their system.

Crow stated they did a cost analysis, and estimated a savings of \$1,000,000 over the course of Fifteen (15) years with onsite generation. Council member Marks asked what the cost of the unit was. Crow responded the unit price is \$160,000, while the total of all the components needed and connection to the SCADA and piping brings the total to \$300,000.

Crow began explaining the Bio Solids Management appendix. She stated there were two mechanical dewatering units demonstrated: a belt press and a screw press. Crow added that the belt press was the preferred for many reasons.

Council member Thompson asked what the cost of the belt press was, and added that he thought if we purchased ours along with the City of Ferndale we could save 5% of the price. Crow stated the cost was estimated at \$150,000.

Crow stated the belt press has a 14,000 hour life. Council member Thompson asked what is the moisture content of each unit. Crow replied the belt press was rated at 19% while the screw press was rated at 21% or 22%. Mayor Woodall asked where we will house the belt press. Crow responded the new building for sludge will have fabric roll up doors and an area set aside for the belt press. Council member Marks asked about what type of ventilation the new building will have and asked if metal doors would be better. Crow replied they were asking the manufacturers about the ventilation now and also stated that metal doors were not better. Council member Marks asked if the fans for ventilation could be solar driven. Crow replied yes, but the real



question is cost. Mayor Woodall asked what the life of the fabric doors is expected to be. Crow replied ten years and added that a condition of the funding is the City has to set aside funding for replacement of the doors and that is expected to be approximately \$10,000.

Crow stated the last page of the funding documents addresses site electrical. Council member Thompson asked if we should run the site electrical through RCEA, as they did plans for three cities that he knew of, and saved then millions of dollars.

Mayor Woodall reconfirmed that without Prop. 218 compliance, the City will lose the grant. Crow replied yes. Finance Director Beauchaine stated the proposed rate increase is minimal and leveraged will remit \$2.25 million for the City.

### **SPECIAL CALL ITEMS/COMMUNITY AFFAIRS**

Authorize the Interim City Manager to Execute the Agreement with Wendt Construction for the Safe Routes to School Project – Hill stated according to Merritt Perry of Winzler & Kelly, the agreement with Wendt Construction for the Safe Routes to School Project was a standard agreement. Hill also stated from a Police perspective it was a good project.

Discussion was held regarding the positive attributes of the project.

Motion made by Council members Dunker/Thompson to *Authorize the Interim City Manager to Execute the Agreement with Wendt Construction for the Safe Routes to School Project*

**Motion Passed 4-0**

Council member Marks commented that there was no signature line for the City Attorney. Hill responded he did not believe that was in place, but if it is we will modify the agreement. Council member Thompson added we might have to look back fifteen (15) years for this.

Authorize the Interim City Manager to Execute the Contract Agreement Between the City of Rio Dell and the Rio Dell School District for the Safe Routes to School Project - Hill stated the agreement was provided by the City's and the School's attorneys, and it had already been approved by the school board.

Motion made by Dunker/ Marks to *Authorize the Interim City Manager to Execute the Contract Agreement Between the City of Rio Dell and the Rio Dell School District for the Safe Routes to School Project* **Motion Passed 4-0**

### **PUBLIC PRESENTATIONS - NONE**

## **Reports/Staff Communication**

Interim City Manager Hill stated staff was going to present an interim operations budget as an emergency item, but we choose to pull it and error on the side of caution. We will post a notice of a special meeting tomorrow to address an interim operations budget.

Hill announced as of July 20<sup>th</sup> the Police Department will be taking over Code Enforcement, and Finance has identified approximately \$2,000 to use as a budget. Hill stated Sgt. Weiner is familiarizing himself with the Ordinances and abatement processes. The P.D. plans to be reactive at first and later take on a proactive approach.

Hill stated he was trying to catch up on City Projects, and he has been working with George Williamson on the Headwaters Grant for the Food Cooperative. Hill also stated he has been working with Dave Hodges with regards to the Brownfield Grant.

Hill stated he has been in Touch with Tom McMurray about the T-Mobile Agreement. Hill stated the City is charging T-Mobile \$4,000 and contracting with Tom McMurray for \$3,000 to perform the needed work to tie into the tower. Hill added the construction deadline is in September.

Hill stated we got a quote for \$4,000 for a gate at the end of Edwards, but he was also looking at a materials quote. Hill added we have employees with the skills to build a gate but we do not have a welder, but if we purchase a welder and can do the job in house for the same amount of money it might be a better way to go about it. Council member Marks asked if the arc welder was broke. Jensen replied it's the wire feed welder that is broke. Council member Dunker asked if the \$3,300 quote was the only one gotten. Hill responded yes, but he was looking at building the gate in house.

Finance Director Beauchaine started by saying that 7-20-2009 was her first day back at work; she had meetings with Hill and Jensen to get caught up to speed. She stated the budget was 60% to 70% complete and she was confident she could quickly put together an accurate budget in August...

Beauchaine stated the State budget was expected to be passed on Thursday the 23<sup>rd</sup>. She stated local interest was on Prop. 1A funds that the state may borrow from and for us that means a cut of \$40,000. Beauchaine stated the 2<sup>nd</sup> proposal was to borrow the Highway Users Tax, which is where we get our gas tax from, but the state is exempting small cities and we are one of those small cities. Beauchaine stated if this is the budget that is passed we will be in better shape than we thought.

Council member Thompson asked if we had been issued any IOU's. Beauchaine replied no, except we submitted a final water infrastructure reimbursement claim four months ago and we were notified we would not be getting the funds.

Beauchaine stated City policy states we must have a budget by 7-01-2009. She added the City Manager, Public Works Director, and Finance all recommend a roll over budget until the new budget is adopted in August. She added that all departments feel good about this as it is a budget they are familiar with and adopting an interim operations budget allows us to operate legally.

Beauchaine stated Finance was working on the year end financials, preparing for the audit, and doing the April, May and June Grant reporting. She added that the preliminary functions of the audit were being done by e-mail and the auditors would be on site in September.

Beauchaine was working on the variance reports and will provide Council with an update on that information in three to four weeks.

Mayor Woodall asked that Beauchaine keep the CDBG Portfolio on task.

Interim Public Works Director Jensen stated the Water Infiltration Gallery Project was closed on May 29<sup>th</sup>, the O & M manual for that project was done and the trees planted for the revegetation plan were doing well.

Jensen stated the streets department was gearing up for Wildwood Days and he had rented a street sweeper and operator from Fortuna to sweep our streets that week. He also stated that we would be closing Wildwood Avenue in front of Creations for a car show on Friday the 25<sup>th</sup> from 10:00 A.M. to 3:00 P.M.

Jensen announced the Wastewater was sponsoring an open house tour this Friday from 10:00 A.M. to 2:00 P.M. and planned to do that each Friday. Council member Dunker stated that in the bay area they do a great deal of outreach regarding tours of their Wastewater treatment plant and the tours are booked daily.

Mayor Woodall asked how we were getting information out to the public about the proposed rate increase and why it is needed. Jensen replied we were currently working on that and had scheduled an interview with John Lane. Hill added they were considering a flyer. Mayor Woodall stated the people need to make an informed decision, and we should utilize the Rio Dell/Scotia Newsletter to help get out the information.

Alice Millington, 378 Wildwood Avenue – suggested sponsoring a City Hall Open House or a Chamber Mixer.

Jensen stated thirty (30) new trees were planted along the Gateway, and the annual Consumer Confidence Report (CCR) went out to all water users. Council member Dunker suggested sending out or making available free water saving kits.

### **COUNCIL REPORTS**

Council member Dunker asked if we had prepared the necessary documents for him being appointed as a voting delegate of the League of California Cities. Hill responded it was to be placed on the next agenda.

Mayor Woodall asked Council member Dunker if he had gotten some CCC Volunteers to help with Wildwood Days, Dunker responded not yet, but he will.

Council member Marks asked Finance Director Beauchaine to check on the status of the Department of Conservation \$5,000 CRV Grant, as she had heard the State may not be issuing those funds.

Council member Dunker stated he went to the RCEA meeting and they are experiencing many problems as the program has been completely grant funded, so they are currently developing a program to look for funding to carry the program until the grants become available again.

Mayor Woodall stated she attended the HACOG and Hazardous Waste Response Authority meeting and had nothing to report from either meeting.

### **ADJOURNMENT**

There being no further business to discuss the Rio Dell City Council meeting adjourned at 8:35 P.M.

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Julie Woodall, Mayor

Attest:

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Carla Ralston, Clerk